

## **NOTICE OF VACANCY – CLARK COUNTY CORONER**

Springview Government Center  
3130 East Main St.  
Springfield, Ohio 45505

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Position Title:	On-Call Investigator
Appointing Authority:	Clark County Coroner
Supervisor:	Clark County Coroner
Salary:	\$21.00 per hour, minimum 8.5 hours per weekend
Classification:	Intermittent, Unclassified, Non-Exempt
Date Issued:	November 23, 2020
Filing Deadline:	Until Filled

**Instructions:** Applicants interested in the above named position are to submit an employment application, resume and letter of interest to the Clark County Personnel Office, 3130 East Main St., Springfield, Ohio 45505 or fax to (937) 328-2486, or email [hr@clarkcountyohio.gov](mailto:hr@clarkcountyohio.gov). Please be sure to specify skills and experience applicable to the position for which you are applying. Applicants needing accommodation in completing this application, please contact the County Personnel Office at (937) 521-2015. Applications may be obtained online at [www.clarkcountyohio.gov](http://www.clarkcountyohio.gov).

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### **Summary:**

The On-Call Investigator performs investigative functions one to two weekends (Friday at 5:00 p.m. – Monday at 7:00 a.m.) per month and, on occasion, at other times, including holidays. Under the direction of the Coroner and Deputy Coroner, his/her duties include receiving and evaluating reports of deaths, performance of death scene investigations, preparation of reports of scene investigations, and providing appropriate assistance to the families of decedents.

### **Duties:**

- Receives and evaluates reports of deaths and, as necessary, collects additional information in order to permit identification of deaths warranting assumption of jurisdiction by the Clark County Coroner's Office.
- Immediately notifies the Coroner or Deputy Coroner of each reported death, provides him/her with a summary of the information provided and performs any follow-up requested.
- Documents details of each death report, using coroner case management software, within 24 hours of the report.
- Attends the investigative scene or scenes (scene of injury, scene of death, scene of discovery of body) as directed by the Coroner or Deputy Coroner.
- Exercises scene safety and follows Body Substance Isolation practices.
- Interviews witnesses and others in order to determine the decedent's medical history, mental health history, and social history, as well as, the circumstances of death, the nature of any resuscitative efforts, and, when appropriate the circumstances of discovery of the body.
- In cooperation with other agencies, performs detailed evaluation of the scene(s).
- Photographs the scene(s) and the body.
- Whenever possible, establishes the identity of the decedent at the scene at which it is present.
- Performs a limited initial external examination of the body in order to document postmortem changes (cooling, rigor, lividity) and identifies traumatic injuries which can be visualized without undressing or in any other way significantly disturbing the body.
- In cooperation with other agencies, assures the collection and preservation of appropriate evidence from the scene(s).
- Assures that dangerous drugs are removed from scenes and, when these are taken into possession by the Clark County Coroner's Office, are inventoried, photographed and secured.
- Documents the return of valuables from the decedent's body to the next-of-kin at the scene of death.

- Inventories and secures any valuables on the decedent's body which are not returned to the next-of-kin at the scene of death.
- Secures the decedent's body, assures appropriate identification (case number plus at least one additional identifier) is attached, and arranges transport.
- When the decedent's identity has been established, assures notification of death is provided to the next-of-kin.
- Helps facilitate organ/tissue donation in applicable cases.
- Provides assistance to the family of the decedent.
- Using coroner case management software, documents findings from scene investigations and follow-up activities.
- When requested by the Coroner or Deputy Coroner, assists with limited external examinations.
- When requested by the Coroner or Deputy Coroner, attends autopsies.
- Assures that all collected evidence is securely stored and maintained under chain of custody.
- Assures that all clothing/valuables from the decedent's body are securely stored and maintained under chain of custody.
- Testifies in civil and criminal courts when subpoenaed.
- Attends staff meetings when requested.
- Performs other duties as may reasonably be assigned.

**Minimum Qualifications:**

- High school diploma (post-secondary education preferred).
- Training and/or experience in a medical or investigative field.
- Possession of a current valid Ohio Motor Vehicle Operator License, personal vehicle available for county business use, and personal vehicle insurance in the amount of \$100,000/\$300,000.
- Ability to work in adverse weather conditions.
- Physical ability to climb stairs and ladders, to bend, to stoop, to enter constricted spaces and to lift up to 75 lbs.
- Ability to tolerate and work in hazardous environments, handle sights, sounds, and odors in a sometimes stressful environment.
- Effective verbal and written communication skills.
- Effective interpersonal skills.
- Familiarity with digital photography.
- Knowledge of basic mathematics.
- Ability to perform routine clerical functions.
- Familiarity with computers/computer software.

**AN EQUAL OPPORTUNITY/ADAAA COMPLIANCE EMPLOYER, M/F V/H**

Clark County does not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, genetic information, sexual orientation, religion, gender identity, age, disability or military status.